

**Temiskaming Shores Minor Hockey Association
Minutes**

July 19 2011 @ 1900 hours
New Liskeard Old Council Chambers

Attendance: Allan Legros	Cory Siermachesky	Christian Lemire
Marc Robillard	Terry Pedersen	Richard Beauchamp
Don Lajoie	Trevor Desrosiers	Mike Kidd
Sylvie Bailey	Dyna McDonald	

Regrets: Shelly Dedo, Hugo Rivet

Late: Don Lajoie

1. Call to order by Allan Legros at 7:01pm
2. **Motion by Dyna McDonald and seconded by Chris Lemire to adopt the agenda with addition to New Business 8.10 hockey stick fundraiser CARRIED**
3. **Motion by Terry Pedersen and seconded by Chris Lemire to adopt the minutes from July 5/2011. CARRIED**
4. **Treasurer's/Administrator's report:**

Registration

Our first 2 registrations are complete. TSMHA has registered at total of 197 players, which accounts for roughly 50% of our members as compared to last season. TSMHA will now host registrations on Wednesday July 20 from 7 to 9 pm and August 3, 17, and 31, 2011 from 6 to 9 pm at the New Liskeard Arena. After these dates, registration will be held on the first day of "A" try outs, first day of "C" try outs and first day of house league. A late fee of \$25.00 will be assessed after September 20, 2011 as per the registration policy. We believe that with the 2 main registrations dates along with the 6 additional dates that we have selected, this should provide ample time for all players to register.

Financials and Accounting

A local accountant has volunteered her time to help Fred & Nat Rivet develop a spread sheet to manage all TSMHA financial transactions and provide monthly financial updates to the Executive members.

Fred Rivet indicated that an account with leftover funds is currently open under TSMHA Midget B account. A discussion was held regarding the need to close this account. **Motion by Dyna McDonald and seconded by Chris Lemire that the TSMHA Midget B account be closed and transferred to the TSMHA general account.** CARRED

Volunteer Refunds

Concerns have been identified with the tracking of volunteer hours and refunds. To maximize administration time and efficiency a recommendation to include the volunteer fee with the registration fee has been made. The Total amount would be paid up front on one cheque. Once the person works their hours they will be issued a refund by cheque based on the number of blocks (hours) they have worked. The amount of volunteer hours that a member will need to do to receive the full amount back from their volunteer fee will need to be discussed further. Members who have not completed their volunteer hours from the 2010-2011 season will not be reimbursed and cheques will be deposited on Sept. 1/2011. Members who have paid their volunteer fee up front and are requesting a credit as they have indicated that they have volunteered are being reimbursed.

Volunteer sign-up sheet

A recommendation to set up volunteer signup sheets for all of our events that require volunteers has been made. They will be posted on the website. Members will e-mail the administrator the blocks that they would like to work and in return the administrator will update the sheets on the website. The onus will be on the parent/guardian to sign up for their volunteer hours through the website by e-mail. If they do not sign up to work, then their cheque will be deposited at the end of the current year. The administrator will no longer be responsible to find work for the volunteers. On the new registration forms, an area is provided for e-mail address. This will be the way TSMHA use to communicate with the membership along with the website. A recommendation to have specific job descriptions for the volunteers to provide guidance and ensure that all work is completed has been made. Fred and Nat Rivet will develop a volunteer job description and present it to the Executive members.

Insurance

Fred indicated that he has received a renewal policy from Cambrian Insurance. This is for non-monetary claims, which the directors and officer's policy does not respond to. Cory Siermachesky will follow up. Richard Beauchamp will follow up with Sue Shepherdson for additional details.

OWHA Registration

Fred and Nat will be meeting with Corey Siermachesky and Glen Corneil to be education on OWHA registration and to ensure all registration deadlines are met.

HC Webinar Training

Shelly Dedo and Allan Legros have received training regarding the HC registration. Nat and Fred Rivet have e-mailed the NOHA to hopefully be able to get training in the near future. Shelly Dedo will liaise with Nat and Fred to ensure that all kids have been inputted in the system until Nat and Fred Rivet receive the training.

Affiliation

Our club affiliation of "Affiliation at Large" has been signed and approved by the NOHA.

Accounts Receivables from 2010-2011

Nat and Fred Rivet are currently working on contacting people from our A/R list. Some of the individuals have come to registration and have been informed that all outstanding fees need to be paid in full before registration of the player for the 2011-2012 season.

Kids Sport

Nat and Fred Rivet have contacted Tammy Caldwell regarding Kids Sport to go through some of the details regarding how people can apply and how the association receives the funds. Applicants need to apply to Kids Sport at least 6 weeks prior to registration. There is a review process for each applicant. Tammy Caldwell has been TSMHA's contact and Nat and Fred are working with her in order to resolve outstanding issues. Players will not be allowed on the ice until registration fees have been received.

5. **Correspondence/Phone calls**-Fred and Nat Rivet are currently looking for the TSMHA map. Richard Beauchamp indicated that he currently has the map and will provide Fred and Nat with the map.
6. **Business arising from previous minutes:**
 - 6.1 **Goalie Clinic update**-Richard provided information on the goalie clinic that will occur on July 22, 23, 24/2011
 - 6.2 **TSMHA office, computer, mail boxes and drop off box**-A computer was donated by Northern Telephone to TSMHA. The computer is currently being installed at the arena. Fire codes at the arena are a concern regarding mail boxes and drop off box. Further discussion with the City of Temiskaming Shores will need to occur to resolve the issue. Richard Beauchamp will be painting the door for TSMHA.
 - 6.2 **"Shinny hockey" update**-Cory Siermachesky indicated that there will be a sign sheet for the "shinny hockey" to monitor and ensure that all children have been registered with TSMHA before going on the ice.
 - 6.3 **Rooster's Midget Team payment update**-4 parents from the team have paid 23\$ to cover the outstanding balance from the team account. Cory will send an e-mail to other parents that have not yet paid.
 - 6.4 **NDHL update**-Richard and Christian-to be discussed after next meeting in August/2011

- 6.5 Website update and TSMHA e-mail**-Terry Pedersen indicated that the website is up and running with no further issues.
- 6.6 HST update**-Terry Pedersen indicated that Non-profit organizations do not have to charge HST and no benefits have been identified in collecting HST for the TSMHA at this time.
- 6.7 NEOHA AGM in Timmins**-Trevor and Don-to be discussed after the next meeting
- 6.8 Sponsors**-Shelly Dedo has completed all renewal letters for sponsorship for the 2011/2012 season and the letters will be given with the plaques/photos to the sponsors to confirm their willingness to sponsor again for the 2011/2012 season. Allan Legros distributed the plaques and letters to the members so they can be delivered to the right sponsors.
- 6.9 Coaching Summit update**-Cory Siermachesky indicated that Marc Robillard, Trevor Desrosiers, Don Lajoie and David-Sean Rowell will be attending the Coaching Summit on August 5, 6, 7/2011.
- 6.10 Police checks**-Please forward any police checks to Allan Legros.

7 Reports of Committees: None

8 New Business

- 8.1 Signing authority (New Administrator)**-A discussion was held regarding signing authority. **Motion by Mike Kidd and seconded by Chris Lemire that the signing authority on all TSMHA banking transactions be given to Fred Rivet along with Allan Legros, Cory Siermachesky and Richard Beauchamp and that Shelly Dedo be removed from signing authority. CARRIED**
- 8.2 Financial audit 2010/2011**-A discussion was held and a TSMHA financial audit will be completed for the 2011/2012 hockey season.
- 8.3 Executive positions**-A discussion was held regarding the current open Executive positions. Attempts to recruit members have been made with little effect. Currently members did not feel overworked and the need to replace these positions this year is not a concern. The need to have the membership vote to fill these positions was discussed. Members were encouraged to continue recruiting.
- 8.4 Medals for tournaments**-Dyna McDonald indicated that medals need be ordered. Dyna suggested that something different could be trialed this year and indicated that a dog tags could be available with the Puckhound logo. The cost is 5\$/piece. Apparently Fred Rivet also has a supplier that could provide TSMHA with nice medals. Dyna McDonald and Trevor Desrosiers will investigate further regarding dog tags and prizes for tournaments.
- 8.5 Executive volunteers for tournaments**-Allan-to be discussed after NEOHA schedule.
- 8.6 Review Policies**-Code of Conduct policy was reviewed and no changes were suggested. The Team Sponsorship Policy was reviewed. **Motion by Marc Robillard and seconded by Richard Beauchamp to remove part of item #6 (and in the "Puckhound Bytes" in the Temiskaming Speaker bi-weekly column) in the sponsorship policy. CARRIED**

8.7 Socks-Richard Beauchamp provided Allan Legros with the amount of reebok socks and knitted socks required with associated sizes.

8.8 Registration dates for July & August-Further registration dates will occur on July 20/2011 from 7-9pm, Aug. 17 & Aug. 31/2011 from 6-9pm and on first day of "A" tryouts, "C" tryouts and first day of house league.

8.9 Manager's Binder/Manager's meeting-Allan Legros indicated that Fred and Nat Rivet will be putting all managers' binders together. Allan will provide them with a completed example.

8.10 Hockey stick fundraiser-Chris indicated that there is a person from Toronto who is able to provide the association with customized hockey sticks. The sticks are called blue ice sticks. Chris will bring a stick for the Executive members to look at for the next TSMHA meeting.

Richard indicated that he has gone through all the equipment in the TSMHA room and that there are approximately 30 first aid kits. 26" goalie pads are not available for goalies who want to try-out as a goalie. Richard suggested that TSMHA purchase a set of 26" pads (set of goalie equipment) for first year goalies to use. Cory suggested that we rent out the equipment. All were in agreement. **Motion by Richard Beauchamp and seconded by Mike Kidd that TSMHA purchase one set of 26" goalie equipment in the amount of \$370. CARRIED**

9. Next meeting August 9/2011 at 7pm

Motion by Terry Pedersen and seconded by Richard Beauchamp to adjourn the meeting 2150.

Written by
Sylvie Bailey
Secretary